

Sponsor Name _____

Completion Date _____

Site Name _____

Civil Rights Compliance Residential Child Care Institutions

The United States Department of Agriculture regulations outline each Sponsor's responsibility regarding Civil Rights Compliance in the Child Nutrition Programs. Complete this form and file. The following checklist furnishes a quick overview of requirements.

	YES	NO
1. Are services accessible to the handicapped?	_____	_____
2. Do admission procedures used restrict enrollment by minority persons?	_____	_____
3. Procedures for waiting lists for admissions do not discriminate by race, color, sex, handicap or age.	_____	_____
4. Have any complaints of discrimination (written or verbal) been received this school year?	_____	_____
If so, were they forwarded to the Child Nutrition Program Unit of the Arizona Department of Education? (Written complaints may be sent to the Secretary of Agriculture, Washington, D.C. 20250.)	_____	_____
5. Is the nondiscrimination poster displayed in a prominent place at each site? (Contact Child Nutrition Program Unit, ADE, for a copy of the poster.)	_____	_____
6. Are children assigned housing on an equitable basis?	_____	_____
7. Does the correct nondiscrimination statement appear on all publications, pamphlets and informational materials? (In the operation of the Child Nutrition Program, no person will be discriminated against because of race, color, sex, national origin, age or handicap.)	_____	_____
8. Are handicapped students provided program benefits as prescribed by regulations (including special dietary needs) as appropriate?	_____	_____
9. Is there a need for program materials to be printed in a language other than English?	_____	_____

10. Complete the following chart for each site:*

(Public Announcement is sent to the media by the Arizona Department of Education.)

	<u>Number Enrolled</u>
American Indian or Alaskan Native	_____
Asian or pacific Islander	_____
Black (not of Hispanic origin)	_____
Hispanic	_____
White (not of Hispanic origin)	_____
Total Students	_____

*If precise numbers cannot be obtained, an estimate by a school official should be used.

This form should be completed each year prior to December 15. The completed form will be reviewed during the course of an administrative review. Retain in your files.